

# **APPRENTICESHIP MANUAL**

## **BEAUTY OPERATORS**

BOARD OF COSMETOLOGY  
Department of Commerce and Consumer Affairs  
State of Hawaii  
P.O. Box 3469  
Honolulu, HI 96801

**BOARD OF COSMETOLOGY  
State of Hawaii**

**APPRENTICESHIP MANUAL - BEAUTY OPERATORS**

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## INTRODUCTION

The Board of Cosmetology recognizing the need of skilled and qualified licensees creates this *Apprenticeship Manual* that established minimum standards for the Cosmetology Apprenticeship Program.

### I. DEFINITIONS

*"Apprentice"* means a person who is engaged in a beauty shop in training and learning to be a beauty operator and while so doing assists in any of the practices of cosmetology.

*"Apprenticeship Agreement"* shall mean a signed, written agreement all concerned parties (if the apprentice is a minor, the parents or guardian). This agreement shall have a statement that all parts of the apprenticeship program is in keeping with State regulations governing the apprenticeship program.

*"Board"* means the Hawaii board of cosmetology.

*"Certification category"* shall mean any one of the following beauty operator category: cosmetologist, hairdresser, cosmetician, and manicurist.

*"Related client training"* shall mean in-shop, one-on-one training and direct supervision in the certification category of services given by the apprentice that have completed at least 10 per cent of the required hours for that service on a mannequin, if appropriate to the certification category.

*"Related mannequin training"* shall mean in-shop, one-on-one mannequin training which is related to the objectives of that certification category.

*"Related theory instruction"* shall mean instruction with a book of cosmetology which is related to the objectives of that certification category for which the apprentice is in training. The theory portion of the course may be earned at a licensed beauty school.

*"Shop"* shall mean a licensed beauty shop offering training under these standards.

*"Supervising operator"* shall mean a licensed beauty operator with a minimum of one year experience as a licensed beauty operator charged with the overall supervision and training of the apprentice in accordance with these standards. The supervising operator shall be licensed in the appropriate certification category.

### II. STANDARDS OF APPRENTICESHIP

#### A. TERM OF APPRENTICESHIP

1. The term of apprenticeship for the respective certification categories shall be as follows:

COSMETOLOGIST	- 3600 hours
HAIRDRESSER	- 2500 HOURS
COSMETICIAN	- 1100 hours
MANICURIST	- 700 hours

2. The training shall be not less than 20 hours per week to be completed within 42 months from the date of registration.
3. Each apprentice employed under these standards shall be trained as necessary in the certification category of their choice with minimum level skills and knowledge.

B. QUALIFICATIONS OF THE APPRENTICE

1. The apprentice shall be at least 16 years of age and possessed of an education equivalent to the completion of high school.
2. The apprentice shall be registered with the board upon payment of application and registration fees.

C. BEAUTY SHOP RESPONSIBILITY

1. The beauty shop is responsible to assure compliance with applicable laws of the State of Hawaii regarding the employment and training of the apprentice. The beauty shop shall be licensed and adequately staffed to handle the apprenticeship program and:
  - a. Is qualified and prepared to train the apprentice in the appropriate certification category of cosmetology;
  - b. Is prepared to keep accurate records for at least three (3) years; and agrees to keep on file an additional three (3) years;
  - c. Agrees that a ratio of licensed beauty operators to apprentices shall not exceed one to one;
  - d. The program of training and services performed by the apprentice shall follow the board's curriculum;
  - e. The supervising operator shall have a minimum of one year of experience in the appropriate certification category;
  - f. The program of training shall be limited to the appropriate certification category;
  - g. The shop shall provide the apprentice with training of at least 20 hours per week to be completed for the period of time covered by the certification category, but not to exceed 42 months;
  - h. The shop shall complete monthly training records by the 15th of the following month reflecting the progress and satisfactory attendance of the apprentice. Each apprentice shall receive a copy of their training record;
  - i. The shop shall provide the apprentice with its written rules and regulations which shall include orientation during the initial period of training;
  - j. Upon termination of training, the apprentice shall be presented within five days from date of release with the appropriate training records for the time spent in the shop;
  - k. The shop shall provide the board with a report every six months on a form developed by the board titled as "*Apprentice Progress Report*" (Attachment A);
  - l. The shop shall provide the apprentice and the board with a "*Certificate of Completion*" within 10 days of completion on a form developed by the board (Attachment B);
  - m. The board's apprenticeship registration shall be conspicuously posted in the shop and the apprentice shall be identified with a name tag stating "Apprentice" and the appropriate beauty operator category;
  - n. The shop shall provide the apprentice with training and with participation in receptionist and dispensary activities; and

- o. The shop shall not deduct earned hours as penalty or for disciplinary reasons.

2. Space and Facilities

- a. The beauty shop shall be adequately equipped and maintained to provide the apprentice with a station/practical work area to include space for personal items and for theory study;
- b. The beauty shop shall have sufficient electrical outlets and a first aid kit for emergency use; and
- c. The beauty shop shall comply with the sanitation requirements of the Department of Health.

3. Instructional Material

The beauty shop shall have an adequate supply of authoritative and instructional materials and training aids to train in each certification category offered. The beauty shop shall provide the apprentice with a list of equipment and supplies (similar to a beauty kit) necessary for the desired certification category at reasonable cost but shall not exceed the wages earned by the apprentice, which shall include but not limited to the following:

- a. Chapter 78, Rules of the Board of Cosmetology and Chapter 439, Hawaii Revised Statutes;
- b. A textbook (i.e. *Milady Standard Textbook of Cosmetology*, or the *Van Dean Manual* or similar text);
- c. Necessary professional and personal electrical equipment which shall be in good working order;
- d. Beauty shop supplies which shall be of a professional nature and necessary to that certification category; and
- e. The apprentice shall have a mannequin and a holder of good quality, if appropriate to that certification category.

4. Supervising Operator

Part of the designated supervising operator's responsibility shall include assurance of the apprentice's training through instruction, demonstration, direction, counseling, and disciplining.

The supervising operator shall be responsible for the accuracy of the apprentice's training records which will contain:

- a. Daily attendance and running monthly total of accumulated hours titled "*Apprentice Daily Attendance Report*" (see Attachment C, Sample Form);
- b. Theory instruction and mannequin work;
- c. Practical experience verification; and
- d. Completion verification of each task, subject, or work process.

5. Instructional Methods

The beauty shop shall be responsible to assure the apprentice has the necessary training to meet the minimum competency level training requirement.

- a. The supervising operator shall explain to the apprentice the conditions of the apprenticeship program;
- b. Provide an explanation of the criteria by which the apprentice will be evaluated as well as the minimum acceptable levels of performance as developed by the beauty shop;
- c. Ten per cent of the hours for each appropriate service shall be done on a mannequin before working on paying clients;
- d. The apprentice shall have sufficient opportunities to practice the necessary skills in the appropriate certification category;
- e. Special emphasis shall be placed on safety and sanitation;
- f. Apprentice training shall follow a planned sequence of events normally starting with the lowest level of difficulty and progressing to the more difficult services; and
- g. The apprentice progress and achievements are evaluated on a regular basis.

6. Client Work and Responsibilities

To assure successful training of the apprentice, the beauty shop shall provide the apprentice with clients, and all work shall be done under direct supervision of the supervising operator.

- a. A record of the services performed on clients by apprentices will be maintained (see Attachment D. *Practical Evaluation Report*, Sample form); and
- b. Servicing clients shall occur only after appropriate theory (textbook) training and mannequin work, if appropriate, in that subject area/service.

7. Curriculum

- a. The board's curriculum sets the minimum standards necessary to train an apprentice. The curriculum provides an outline of the subject and the hours necessary to train for each certification category. The beauty shop shall comply and provide the training in accordance with the board's curriculum (see Exhibit B, *Apprentice Curriculum*).

8. Credit for Previous Experience

- a. An apprentice including an apprentice from another jurisdiction, may be allowed credit for hours earned during apprenticeship provided the training is equivalent to Hawaii's standards and the training is not more than three (3) years old.
- b. An apprentice transferring from a beauty school to an apprenticeship program or vice versa, the applicant shall be allowed credit for training based on two hours of apprenticeship equals one hour of beauty school training.

III. STANDARDS OF APPRENTICESHIP AGREEMENT

The purpose for an apprenticeship agreement is to clearly provide in writing the duties and responsibilities of all concerned parties (beauty shop, supervising operator, and apprentice) in the apprentice training program. The agreement should be in writing and signed with all concerned parties receiving a copy.

The standards for the agreement should include but not be limited to the following provisions:

1. Identification of all parties, name and address, title/position, and signatures;
2. Identification and statement of the type of training;
3. Attestment of the apprenticeship meeting the apprenticeship requirements;
4. Provision for reasonable cost of supplies and equipment borne by the apprentice;
5. By reference incorporating the provisions of Apprenticeship Manual and cosmetology regulations; and
6. Provision for equal opportunity and affirmative action standards.

CERTIFICATION CATEGORIES

HAIRDRESSER ONLY	COSMETICIAN ONLY	MANICURIST ONLY	COSMETOLOGIST (Hairdresser & Cosmetician)	To: Board of Cosmetology DCCA, PVL Licensing Br. P.O. Box 3469 Honolulu, HI 96801													Name of Shop: _____ License No. _____ Address of Shop: _____ _____ Phone _____	
				Name of Apprentice: _____ Registration No.: _____ Expiration Date: _____ Name of Supervising Operator _____ Apprentice in _____ Certification Category _____														
<b>APPRENTICE PROGRESS REPORT</b>																		
Training of Not Less Than 20 Hours Per Week																		
HRS	HRS	HRS	HRS	Subjects Covered	1st Month	2nd Month	3rd Month	4th Month	5th Month	6th Month	7th Month	8th Month	9th Month	10th Month	11th Month	12th Month	Total	
200	200	200	400	Theory														
	300	300	300	Manicuring & pedicuring														
100			100	Scalp & hair treatment														
	350		350	Facials, makeup & arching														
700			700	Wet hairdressing, shampoo & comb out														
350			350	Permanent waving														
300			300	Haircoloring & bleaching														
300			300	Hair cutting & shaping														
100	100	100	200	Shampoo management, maintenance & laboratory														
100			100	Hair straightening														
350	150	100	500	Unassigned														
2500	1100	700	3600	TOTAL														

In compliance with the apprenticeship requirements, the foregoing information is a true and correct report of the hours of the above-named apprentice for the period.

Form: COSM-015B  
 380/483/185/288

Signature of Apprentice

Signature of Supervising Operator

Attachment A

Date: \_\_\_\_\_

License No. \_\_\_\_\_ Date: \_\_\_\_\_



**Completion or Withdrawal  
from  
APPRENTICESHIP TRAINING**

Apprentice  
Name: \_\_\_\_\_ Registration No.: \_\_\_\_\_

Certification  
Category: \_\_\_\_\_ TOTAL HOURS: \_\_\_\_\_

Date Began: \_\_\_\_\_ Date Completed/Terminated: \_\_\_\_\_

Shop Name: \_\_\_\_\_ Shop License: \_\_\_\_\_

Supervisor  
Name (Print): \_\_\_\_\_ License No.: \_\_\_\_\_

Indicate the **hours** applicable to the subjects in that particular Certification Category:

- I. Theory .....
- II. Salon Management .....
- III. Unassigned .....
- IV. Hair Cutting .....
- V. Scalp and Hair Treatments .....
- VI. Hairdressing and Shampooing .....
- VII. Permanent Waving .....
- VIII. Hair Coloring and Bleaching .....
- IX. Hair Straightening .....
- X. Facials and Makeup .....
- XI. Manicuring and Pedicuring .....

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

This is to certify that the above-named Apprentice has completed the hours of training as mentioned in the above-named Certification Category.

Supervisor  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Beauty Shop  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_





# PRACTICAL EVALUATION REPORT

Beauty Shop Name:

Apprentice Name:

Supervisor:

TIME	Day Date		Day Date		Day Date		Day Date		Day Date		Day Date		Day Date	
	SERVICE	*SO	SERVICE	*SO	SERVICE	*SO	SERVICE	*SO	SERVICE	*SO	SERVICE	*SO	SERVICE	*SO
8:30														
9:00														
9:30														
10:00														
10:30														
11:00														
11:30														
12:00														
12:30														
1:00														
1:30														
2:00														
2:30														
3:00														
3:30														
4:00														
4:30														
5:00														
5:30														

This recommended form may be used to track the daily activities of the apprentice and to evaluate the progress of services performed on mannequins and clients. To be completed daily by the apprentice and initialed by the supervisor.

**This form shall not be used for payroll purposes.**

*\*SO - Supervising Operator's initials.*

# PRACTICAL EVALUATION REPORT

Beauty Shop Name:

Apprentice Name:

Supervisor:

TIME	Day Date		Day Date		Day Date		Day Date		Day Date		Day Date		Day Date	
	SERVICE	*SO	SERVICE	*SO	SERVICE	*SO	SERVICE	*SO	SERVICE	*SO	SERVICE	*SO	SERVICE	*SO
8:30														
9:00														
9:30														
10:00														
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5:00														
5:30														

This recommended form may be used to track the daily activities of the apprentice and to evaluate the progress of services performed on mannequins and clients. To be completed daily by the apprentice and initialed by the supervisor.

**This form shall not be used for payroll purposes.**

*\*SO - Supervising Operator's initials.*

State of Hawaii  
BOARD OF COSMETOLOGY

## APPRENTICESHIP CURRICULUM

SUBJECTS OF TRAINING		MANICURIST	COSMETICIAN	HAIRDRESSER	COSMETOLOGIST
THEORY	PRACTICAL APPLICATION	700 Hours	1100 Hours	2500 Hours	3600 Hours
THEORY:  Basic theory instruction in all subjects including Anatomy (Circulatory System, Skin, Hair, and Nails), Physiology, Skeletal and Muscular Systems, Disorders of the Skin, Scalp and Hair, Product Knowledge, Chemistry, Bacteriology, Sanitation and Sterilization.		200 hours	200 hours	200 hours	400 hours
SHOP MANAGEMENT:  Hygiene and Good Grooming, Visual Poise, Personality Development, Professional Ethics, Bacteriology, Sterilization, Sanitation, and State Laws (including Labor and Sanitation).	Required: First Aid  Recommended: Desk, Lab and Dispensary Duties - max. 40 hrs. Inventory	100 hours	100 hours	100 hours	200 hours
UNASSIGNED:  Monitory Duties and Records, Study, Review and Specialization.	Recommended: Monitor duties and records - max. 80 hrs. Specialization	100 hours	150 hours	350 hours	500 hours
HAIRCUTTING:  Draping, Shampooing/Rinsing, Hair-Shaping, Sterilization and Sanitation.	Required: Patron Preparation, Sanitation/Sterilization, Implements, Sectioning, Haircutting and Thinning with Shears and Razor, Clippers.	-0-	-0-	300 hours	300 hours
SCALP AND HAIR TREATMENTS:  Sanitation/Sterilization, Draping, Shampooing/Rinsing, Scalp and Hair Care, Theory or Massage, Skin Disorders, Hair Disorders, Anatomy, Electricity and Light Therapy, Chemistry.	Required: Patron Protection and Preparation, Brushing, Application of Products and Manipulations, Electrical Equipment, if available.	-0-	-0-	100 hours	100 hours
HAIRDRESSING AND SHAMPOOING:  Sanitation/Sterilization, Draping, Shampooing/Rinsing, Fingerwaving Hairstyling, Care and Styling of Wigs, Thermal Styling, Curling and Blow Dry Styling, Chemistry.	Required: Thermal Styling and Blow Drying.  Recommended: Implements, Shapings, Fingerwaving, Skip Waves, Rollers and Roller Techniques, Back-Combing and Back-Brushing, Braiding and the Care, Setting and Styling of Wigs.	-0-	-0-	700 hours	700 hours
PERMANENT WAVING (ALKALINE-ACID)  Sanitation/Sterilization, Draping, Shampooing/Rinsing, Permanent Waving, Chemistry.	Required: Patron Protection and Preparation, Sectioning and Blocking, Wrapping Techniques, Test Curls, Processing, Rinsing, Neutralizing, Record Cards and Release Statements.	-0-	-0-	350 hours	350 hours
HAIRCOLORING AND BLEACHING:  Sanitation/Sterilization, Draping, Shampooing/Rinsing, Haircoloring, Law of Color, Color Selection, Chemistry.	Required: Patron Protection and Preparation, Patch Test, Safety Precautions, Procedures for Mixtures and Application of Temporary Rinses. Semi-Permanent and Permanent Tints and Lighteners.  Recommended: Application of Virgin Tints (Lighter and Darker), Retouch, H2O2, Virgin Lighteners, Retouch Lighter, Toners, Frosting, Tipping, Streaking, (Cap and Weave), Color Removal and Tint Backs.	-0-	-0-	300 hours	300 hours

**APPRENTICESHIP CURRICULUM (continued)**

SUBJECTS OF TRAINING		MANICURIST	COSMETICIAN	HAIRDRESSER	COSMETOLOGIST
THEORY	PRACTICAL APPLICATION	700 Hours	1100 Hours	2500 Hours	3600 Hours
<b>HAIR STRAIGHTENING:</b>  Sanitation/Sterilization, Draping, Shampooing/Rinsing, Chemical Hair Relaxing, Thermal Hair Straightening, Pressing, Reverse Reconstructive Curl (thio relaxer) Relaxer/Straightener (Sodium Hydroxide).	Required: Patron Preparation and Protection, Application of Sodium Hydroxide, Retouch, Thio Relaxer and Retouch, Safety Precautions.	-0-	-0-	100 hours	100 hours
<b>FACIAL AND MAKEUP:</b>  Sanitation/Sterilization, Draping, Theory of Massage, Facials/Makeup, False Lashes, Hair Removal, Anatomy, Cells, Skin Disorders, Electricity, Chemistry, Eyelash Application (Individual and Strip), Lash and Eyebrow Tint.	Required: Patron Protection and Precautions, Massage Techniques, Arch, Tweeze and Wax, Application of Products, Plain Facial, Packs and Masks, Makeup for Facial Types.	-0-	350 hours	-0-	350 hours
<b>MANICURING AND PEDICURING:</b>  Sanitation/Sterilization, Manicuring, The Nail and Disorders of the Nail, Theory of Massage, The Skin and Disorders, Anatomy, Chemistry.	Required: Patron Protection and Precautions. Manicures (plain and hot oil), Massage, Nail Repair, Artificial Nails, and Press-ons, Polish Application, Tips and Wraps, Pedicuring and Hair Removal.	300 hours	300 hours	-0-	300 hours

## BEAUTY SCHOOL CURRICULUM

SUBJECTS OF TRAINING		MANICURIST	COSMETICIAN	HAIRDRESSER	COSMETOLOGIST
THEORY	PRACTICAL APPLICATION	350 Hours	550 Hours	1250 Hours	1800 Hours
<b>THEORY:</b>  Basic theory instruction in all subjects including Anatomy (Circulatory System, Skin, Hair, and Nails), Physiology, Skeletal and Muscular Systems, Disorders of the Skin, Scalp and Hair, Product Knowledge, Chemistry, Bacteriology, Sanitation and Sterilization.		100 hours	100 hours	100 hours	200 hours
<b>SHOP MANAGEMENT:</b>  Hygiene and Good Grooming, Visual Poise, Personality Development, Professional Ethics, Bacteriology, Sterilization, Sanitation, and State Laws (including Labor and Sanitation).	Required: First Aid  Recommended: Desk, Lab and Dispensary Duties - Max. 40 hrs. Inventory	50 hours	50 hours	50 hours	100 hours
<b>UNASSIGNED:</b>  Monitory Duties and Records, Study, Review and Specialization.	Recommended: Monitor duties and records - Max. 80 hrs. Specialization	50 hours	75 hours	175 hours	250 hours
<b>HAIRCUTTING:</b>  Draping, Shampooing/Rinsing, Hair-Shaping, Sterilization and Sanitation.	Required: Patron Preparation, Sanitation/Sterilization, implements, Sectioning, Haircutting and Thinning with Shears and Razor Clippers.	-0-	-0-	150 hours	150 hours
<b>SCALP AND HAIR TREATMENTS:</b>  Sanitation/Sterilization, Draping, Shampooing/Rinsing, Scalp and Hair Care, Theory or Massage, Skin Disorders, Hair Disorders, Anatomy, Electricity and Light Therapy, Chemistry.	Required: Patron Protection and Preparation, Brushing, Application of Products and Manipulations, Electrical Equipment, if available.	-0-	-0-	50 hours	50 hours
<b>HAIRDRESSING AND SHAMPOOING:</b>  Sanitation/Sterilization, Draping, Shampooing/Rinsing, Fingerwaving, Hairstyling, Care and Styling of Wigs, Thermal Styling, Curling and Blow Dry Styling, Chemistry.	Required: Thermal Styling and Blow Drying.  Recommended: Implements, Shapings, Fingerwaving, Skip Waves, Rollers and Roller Techniques, Back-Combing and Back-Brushing, Braiding and the Care, Setting and Styling of Wigs.	-0-	-0-	350 hours	350 hours
<b>PERMANENT WAVING (ALKALINE-ACID)</b>  Sanitation/Sterilization, Draping, Shampooing/Rinsing, Permanent Waving, Chemistry.	Required: Patron Protection and Preparation, Sectioning and Blocking, Wrapping Techniques, Test Curls, Processing, Rinsing, Neutralizing, Record Cards and Release Statements.	-0-	-0-	175 hours	175 hours
<b>HAIRCOLORING AND BLEACHING:</b>  Sanitation/Sterilization, Draping, Shampooing/Rinsing, Haircoloring, Law of Color, Color Selection, Chemistry.	Required: Patron Protection and Preparation, Patch Test, Safety Precautions, Procedures to Mixtures and Application of Temporary Rinses. Semi-Permanent and Permanent, Tints and Lighteners.  Recommended: Application of Virgin Tints (Lighter and Darker), Retouch, H2O2, Virgin Lighteners, Retouch Lighter, Toners, Frosting, Tipping, Streaking, (Cap and Weave), Color Removal and Tint Backs.	-0-	-0-	150 hours	150 hours



**BEAUTY SCHOOL CURRICULUM (continued)**

SUBJECTS OF TRAINING		MANICURIST	COSMETICIAN	HAIRDRESSER	COSMETOLOGIST
THEORY	PRACTICAL APPLICATION	350 Hours	550 Hours	1250 Hours	1800 Hours
<b>HAIR STRAIGHTENING:</b> Sanitation/Sterilization, Draping, Shampooing/Rinsing, Chemical Hair Relaxing, Thermal Hair Straightening, Pressing, Reverse Reconstructive Curl (thio relaxer) Relaxer /Straighten (sodium Hydroxide).	Required: Patron Preparation, and Protection, Application of Sodium Hydroxide, Retouch, Thio Relaxer and Retouch, Safety Precautions.	-0-	-0-	50 hours	50 hours
<b>FACIAL AND MAKEUP:</b> Sanitation/Sterilization, Draping, Theory of Massage, Facials/Makeup, False Lashes, Hair Removal, Anatomy, Cells, Skin Disorders, Electricity, Chemistry, Eyelash Application (Individual and Strip), Lash and Eyebrow Tint.	Required: Patron Protection and Precautions, Massage Techniques, Arch, Tweeze and Wax, Application of Products, Plain Facial, Packs and Masks, Makeup for Facial Types.	-0-	175 hours	-0-	175 hours
<b>MANICURING AND PEDICURING:</b> Sanitation/Sterilization, Manicuring, The Nail and Disorders of the Nail, Theory of Massage, The Skin and Disorders, Anatomy, Chemistry.	Required: Patron Protection and Precautions. Manicures (plain and hot oil), Massage, Nail Repair, Artificial Nails, and Press-ons, Polish Application, Tips and Wraps, Pedicuring and Hair Removal.	150 hours	150 hours	-0-	150 hours

State of Hawaii  
BOARD OF COSMETOLOGY

## INSTRUCTOR-TRAINEE CURRICULUM (600 HOURS)

SUBJECTS OF INSTRUCTIONS	HOURS
<p>I. ORIENTATION . . . . .</p> <ul style="list-style-type: none"> <li>• Regulations dealing with the practice of cosmetology, sanitation, and labor.</li> <li>• School operations.</li> <li>• First Aid.</li> </ul>	25
<p>II. THE PROFESSIONAL TEACHER . . . . .</p> <ul style="list-style-type: none"> <li>• Teacher personality, technical knowledge and characteristics.</li> <li>• Teacher as professionals.</li> <li>• Preparation for teaching (planning the course, preparing lesson plans and steps of teaching).</li> <li>• Recordkeeping, time card, student record, appointment and school operation duties.</li> </ul>	50
<p>III. STUDENT MOTIVATION AND LEARNING . . . . .</p> <ul style="list-style-type: none"> <li>• Laws governing learning processes.</li> <li>• Student motivation, participation and personalities.</li> <li>• Individual differences.</li> <li>• Counseling.</li> </ul>	50
<p>IV. METHODS, MANAGEMENT AND MATERIALS . . . . .</p> <ul style="list-style-type: none"> <li>• Methods, procedures and techniques of teaching (lectures, discussions, demonstrations, conducting practice activities, questioning techniques, and special situations).</li> <li>• Classroom Management (physical environment, administrative duties, discipline, class supervision, classroom routines and corrective measures).</li> <li>• Teaching materials (audio-visual aids, values of different teaching aids, correct usage, textbooks, workbooks, reference books, creative aids).</li> </ul>	50
<p>V. TESTING AND EVALUATION . . . . .</p> <ul style="list-style-type: none"> <li>• Testing (purpose of testing, performance tests, written tests and standardize tests).</li> <li>• Evaluation (student abilities and achievement, teacher evaluation).</li> </ul>	50
<p>VI. PRACTICE TEACHING . . . . .</p> <ul style="list-style-type: none"> <li>• Practical application of teaching in clinic and theory classrooms.</li> </ul>	300
<p>VII. UNASSIGNED . . . . .</p> <ul style="list-style-type: none"> <li>• Additional training in identified weak or deficient subjects.</li> </ul>	75